



Creating Presence in Your Online Course Schedule and Checklist

Begin working in your Creating Presence in Your Online Course (CPOC) workshop on Day 1. All activities listed in the schedule and checklist below are required. Items that require a submission are indicated in bold in the Schedule below.

This workshop has two firm due dates:

- 1. Initial submissions for assignments on Days 1-7 are due by 11:59 p.m. in your time zone on Day 7 (the first Tuesday of the workshop), or you will not be allowed to continue in the workshop.**
- 2. Initial submissions for assignments on Days 8-15 are due by 11:59 p.m. in your time zone on Day 15 (the last day of the workshop), or you will not be marked complete.**

If revisions are required, you have 48 hours to return the revised assignment to your facilitator for re-evaluation.

Use the schedule and checklist to stay on track to successfully complete the workshop. If you do not successfully complete the workshop for any reason, including missing the firm due date, you can re-register for a future session. Another registration fee will be charged.

Day 1 - Module 1: Getting Started and Module 2: Instructor Presence

Minimum time estimated: 2 hours and 45 minutes

- ☐ Read all information in Getting Started
- ☐ Read the Syllabus
- ☐ Read the Confidentiality and Limited License Agreement
- ☐ Review the Participant Resources
- ☐ ***Submit the Participant Agreement**
- ☐ ***Post to the Introduce Yourself Discussion**
- ☐ Read the QM Overview Lesson
- ☐ Read Module 1: Summary and Next Steps
- ☐ Read Module 2: Overview and To-Do List
- ☐ Read the Instructor Presence in the Online Course Lesson
- ☐ Read How and Why to Humanize Your Online Class
- ☐ ***Take the Instructor Presence Quiz**

Day 2 - Module 2: Instructor Presence (Continued)

Minimum time estimated: 1 hour and 30 minutes

- ☐ ***Post to the Instructor Presence Resources Discussion**
- ☐ ***Submit the Feedback Plan Assignment**

Day 3 - Module 2: Instructor Presence (Continued) and Module 3: Social Presence

Minimum time estimated: 2 hours and 15 minutes

- ☐ ***Submit the Instructor Presence Plan Assignment**
- ☐ Read Module 2: Summary and Next Steps
- ☐ Read Module 3: Overview and To-Do List
- ☐ Read the Social Presence Lesson
- ☐ Read Instructor Social Presence: Learners' Needs and a Neglected Component of the Community of Inquiry Framework, located on page 4 of the Social Presence Lesson

Day 4 and 5

- ☐ Catch up or work ahead

Day 6 - Module 3: Social Presence (Continued)

Minimum time estimated: 1 hour

- ☐ ***Post to the Social Presence Discussion**
- ☐ ***Take the Social Presence Quiz**

Day 7 - Module 3: Social Presence (Continued)

Minimum time estimated: 1 hour

- ☐ ***Submit the Social Presence Plan Assignment**
- ☐ Read Module 3: Summary and Next Steps

Initial submissions for assignments up to this point in the workshop are due by 11:59 p.m. in your time zone on Day 7, or you will not be allowed to continue in the workshop.

Day 8 - Module 4: Cognitive Presence

Minimum time estimated: 1 hour

- ☐ Read Module 4: Overview and To-Do List
- ☐ Read Where's the Teacher?
- ☐ Read the Cognitive Presence Lesson

Day 9 - Module 4: Cognitive Presence (Continued)

Minimum time estimated: 1 hour

- ☐ ***Take the Cognitive Presence Quiz**
- ☐ ***Post to the Cognitive Presence Discussion**

Day 10 - Module 4: Cognitive Presence (Continued)

Minimum time estimated: 1 hour

- ☐ **Submit the Cognitive Presence Plan Assignment**
- ☐ Read Module 4: Summary and Next Steps

Day 11 and 12

- ☐ Catch up or work ahead

Day 13 - Module 5: Assessment and Evaluation

Minimum time estimated: 2 hours

- ☐ Read Module 5: Overview and To-Do List

Day 14 - Module 5: Assessment and Evaluation (Continued)

- ☐ ***Submit the Evidence For Your Digital Credential**

Day 15 CPOC Ends

Minimum time estimated: 0.5 hours

- ☐ Read QM Digital Credentials
- ☐ Read the Evaluation and Certificate Instructions

Initial submissions for assignments in Days 8-15 are due by 11:59 p.m. in your time zone on Day 15 (the last day of the workshop), or you will not be marked complete.

Participants will have access to the workshop for seven days after the workshop ends. Once the seven-day window has elapsed, QM will not re-open the workshop or course, so be sure to save/download any resources you want from the site.